

**Personnel Committee  
Agenda**

Tuesday, June 30, 2015, 6:00 PM  
Quorum Court Room

**I. Other Personnel-related Items**

- A. Longevity Pay
- B. Grievance Procedure

**II. Mid-Year Personnel Requests**

- A. **Department 0101, Fund 1000 - County Clerk** *(additional position)*
  - 1. Probate Supervisor – Grade 10 (New Position)
- B. **Department 0103, Fund 1800 – Treasurer** *(change to Schedule 4 and request for a waiver in the Salary Administration Policy)*
  - 1. Request to change the Title of “Administrative Assistant – Treasurer” to “Chief Deputy Treasurer
  - 2. Request for a waiver in Salary Administration Policy to increase wages.
- C. **Department 0113, Fund 1000 – Accounting and HR** *(request a waiver in Salary Administration Policy)*
  - 1. Request a waiver in the Salary Administration Policy for a wage adjustment
- D. **Department 0400, Fund 1000 – Benton County Sheriff** *(additional positions)*
  - 1. Request Part-time Public Information Coordinator (New Position)
  - 2. Request for two (2) Detective II positions for the cybercrime division
  - 3. Request for one (1) Animal Control Officer
- E. **Department 0417, Fund 3024 – Public Defender** *(request for waiver in Salary Administration Policy)*
  - 1. Request to increase wages of the county-paid public defenders to be in-line with the new State wages for public defenders.
- F. **Department 0480, Fund 1000 – Juvenile Probation** *(reorganization)*
  - 1. Request to add two (2) Lead Juvenile Probation Officers
  - 2. Request to delete two (2) Juvenile Probation Officers
- G. **Department 0502, Fund 1000 – Fire Services** *(change in Schedule 4)*
  - 1. Change Title from Fire Marshal to Director of Fire Services
- H. **Department 0800, Fund 1000–Veteran Services** *(new position and change in Schedule 4)*
  - 1. Request to add one (1) Staff Assistant
  - 2. Request to delete one (1) Female Outreach Service Officer to Veteran Service Officer and add one (1) Veteran Services Officer *(title change)*

I. **Department 0200, Fund 2000 – Road Department** *(Reorganization)*

1. Add one (1) Operator IV (new position)
2. Add two (2) Welder/Mechanic III's
3. Delete one (1) Operator III
4. Delete one (1) Welder/Mechanic II
5. Delete one (1) Welder/Mechanic I

J. **Department 0520, Fund 3020 – 911 Administration** *(Reorganization)*

1. Request one (1) 9-1-1 Staff Assistant – Grade 6
2. Request two (2) 9-1-1 GIS Analyst I – Grade 13
3. Delete one (1) Senior Mapper/researcher – Grade 11
4. Delete two (2) Mapper/researchers – Grade 10

III. Other Business

## **Longevity Pay**

Longevity pay will be given to those full-time employees who have completed his/her 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> year of employment. The monetary increase in wages, for each of these years, will be \$250, \$500, \$750, and \$1000 respectively. Any increase in wages due to longevity pay may not cause the employees' wages to exceed the maximum amount of his/her salary grade. The annual budget for longevity pay must be considered prior to the consideration of any other increases in the County's Personnel expenses.

### **Estimated cost of implementation of longevity pay:**

Year 1 \$260,006.25 (includes all increases to wage and benefits)

Year 2 \$55,125.00 (includes all increases to wage and benefits)

## **Your Right to a Grievance Hearing**

The right to request a grievance hearing is available to Benton County employees and applicants. The purpose of the grievance hearing is to find out whether or not you were potentially discriminated against or any other illegal action may have occurred during your interaction with the County. It is important to know that the decision of the Grievance Council is only advisory. This means the Council doesn't have the authority to change the action taken by your elected official or department head. It is equally important to know that Benton County is an at-will employer. This means that you have a right to end your employment, at any time, with or without cause. Likewise, Benton County may terminate your employment at any time, with or without cause or advance notice, as long as we have not violated a federal or state law.

Since the purpose of the hearing is to determine whether your interaction with the County may have violated a Federal or State law, you will be asked to complete a questionnaire and turn it into the County Judge's office. You will have three business days from the date of termination or the occurrence of the alleged violation. The form must be delivered by 4:30 PM on the third day. The County will have fourteen working days to determine whether or not your request qualifies for a hearing and the date, time, and place of the hearing.

For those employees who have been terminated, you will be paid for 3-days (24-hours) after your termination to allow you to decide whether or not to request a grievance hearing. If you request a hearing, you will continue to be paid, but will need to use all available comp and vacation time prior to receiving grievance pay. If you determine the date, time, and location of the grievance hearing does not work for your schedule and a better date, time and/or location causes the an extension of time beyond the 14-days allowed to establish the hearing, you will not receive pay beyond the 14<sup>th</sup> day, unless the County determines the extension is necessary.

If you have any further questions, please feel free to contact the human resources manager, Barbara Ludwig at [Barbara.ludwig@bentoncountyar.gov](mailto:Barbara.ludwig@bentoncountyar.gov) or call (479) 271-1000.

## **Request for a Grievance Hearing**

The purpose of a Grievance hearing by the Benton County Grievance Council is to listen to the employee's or applicant's claim of potential discrimination or unlawful termination. In addition, if an employee feels their future employment potential has been damaged due to public statements made by representatives of the County, a name clearing grievance hearing may be requested. If the Grievance Council does not determine that the reasons behind your requests fall under the criteria stated above, a hearing may be denied or dismissed.

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

\_\_\_\_\_

Please check the protected right you feel was violated in your termination:

\_\_\_\_ Race                      \_\_\_\_ Color

\_\_\_\_ Religion                \_\_\_\_ Gender

\_\_\_\_ National Origin

If you checked one or more of the areas above, briefly describe how you believe you were discriminated against:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you feel your future employment has been damaged due to public statements made by a Benton County representative: \_\_\_\_ YES \_\_\_\_ No If No, proceed to the signature portion of the form.

Who made the statement in your claim? \_\_\_\_\_

What is this person's job title? \_\_\_\_\_

When was the statement made? \_\_\_\_\_

In which media was this statement made?

\_\_\_\_ Newspaper, which newspaper(s) \_\_\_\_\_

\_\_\_\_ Radio, which station(s) \_\_\_\_\_

\_\_\_\_ Television, which station(s) \_\_\_\_\_

\_\_\_\_ Social Media, which website(s) \_\_\_\_\_

Please quote the statement that was made and attach a copy if available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the above information is correct.

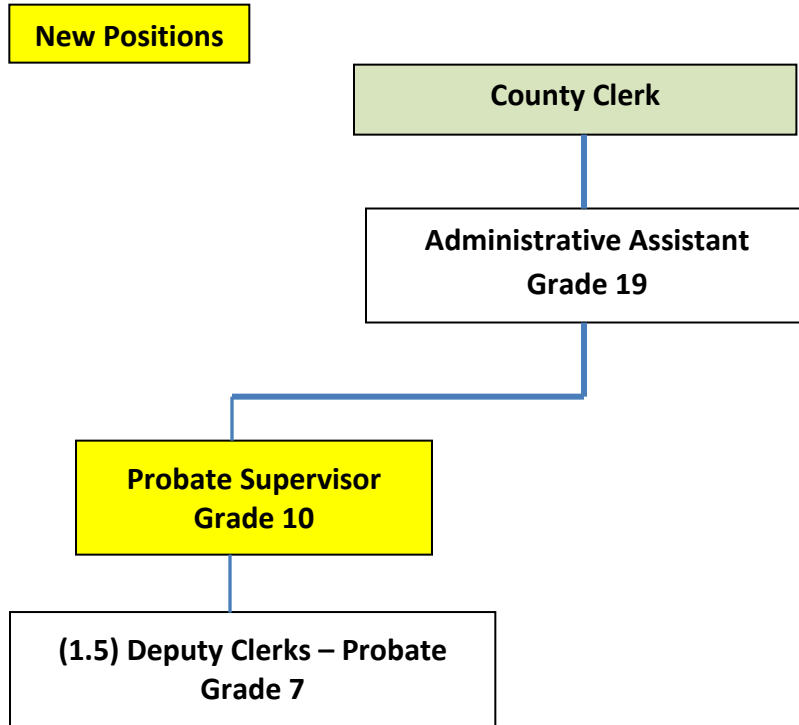
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Department 0101, Fund 1000 - County Clerk (additional position)**  
**Request to add one (1) Probate Supervisor**

**Organizational Chart Probate**



**Budget Impact**

Budget Impact of Hiring one Probate Supervisor	Current Budget	Proposed Budget	2015 Budget Impact	2016 Budget Impact	2015 % Change	2016 % Change
	989,939.42	1,035,170.83	17,396.70	45,231.41	1.73%	4.37%

**Department 0103, Fund 1800 – Treasurer (change to Schedule 4 and request for a waiver in the Salary Administration Policy)**

**1. Change to Schedule 4:**

Change Title of Administrative Assistant - Treasurer to Chief Deputy Treasurer

**2. Request Waiver in Salary Administration Policy**

Increase Salary of Administrative Assistant – Treasurer from \$59,124.62 to \$64,459.20 (8.3%)

**Budget Impact of Change**

<b>Budget Impact of Increasing Salary of Administrative Assistant</b>	Current	Proposed	2015	2016	2015	2016
	Budget	Budget	Budget Impact	Budget Impact	% Change	% Change
	235,481.87	242,013.69	2,512.24	6,531.82	1.06%	2.70%
		<b>General Fund Impact</b>	251.22	653.18		



**Department 0113, Fund 1000 – Accounting and HR (request a waiver in Salary Administration Policy)**

**Request a waiver in the Salary Administration Policy**

Request a wage increase for the Senior Accounting Specialist from \$42,706 to \$43,940.62 (2.8%)

**Budget Impact of Raising  
the Salary of the Senior  
Accounting Specialist**

	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>2015 Budget Impact</b>	<b>2016 Budget Impact</b>	<b>2015 % Change</b>	<b>2016 % Change</b>
<b>Budget Impact</b>	891,588.31	893,099.28	581.14	1,510.97	0.07%	0.17%

**Department 0400, Fund 1000 – Benton County Sheriff (*additional positions*)**

Request Part-time Public Information Coordinator (New Position)

Request for two (2) Detective II positions for the cybercrime division

Request for one (1) Animal Control Officer

**Budget Impact**

Budget Impact of Hiring one animal control officer, two Detective II's, and one part-time Public Info. Officer	Current	Proposed	2015	2016	2015	2016
	Budget	Budget	Budget Impact	Budget Impact	% Change	% Change
	6,748,995.03	6,922,043.76	66,557.20	173,048.73	0.98%	2.50%

**Department 0417, Fund 3024 – Public Defender (*request for waiver in Salary Administration Policy*)**

Request to increase wages of the county-paid public defenders to be in-line with the new State wages for public defenders.

**From:** Dana Cargile [<mailto:Dana.BrownCargile@arkansas.gov>]  
**Sent:** Wednesday, May 20, 2015 2:51 PM  
**To:** Jay Saxton  
**Subject:** C124 PD salary information

As requested Jay, below is an explanation as to the salary range offered to full-time Public Defender Attorney I positions.

Entry Level (on the state pay plan) is \$45,377; however, APDC has an approved Labor Market rate approved to pay \$55,156. We have requested this rate be continued through FY16 also. Our midpoint salary is \$60,214 for exceptionally well qualified applicants. That process requires DFA approval. The maximum salary is \$72,257, which requires legislative approval.

Let me know if you need anything else.

***Dana Cargile, Personnel Manager***

**Arkansas Public Defender Commission**

**101 E. Capitol Ave., Suite 201**

**Little Rock, AR 72201**

**501-682-9072 phone**

**501-682-9073 fax**

### Budget Impact

<b>Budget Impact of Wage Adjustments for Deputy Public Defenders</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>2015 Budget Impact</b>	<b>2016 Budget Impact</b>	<b>2015 % Change</b>	<b>2016 % Change</b>
	562,217.35	588,074.29	9,944.98	25,856.94	1.74%	4.40%

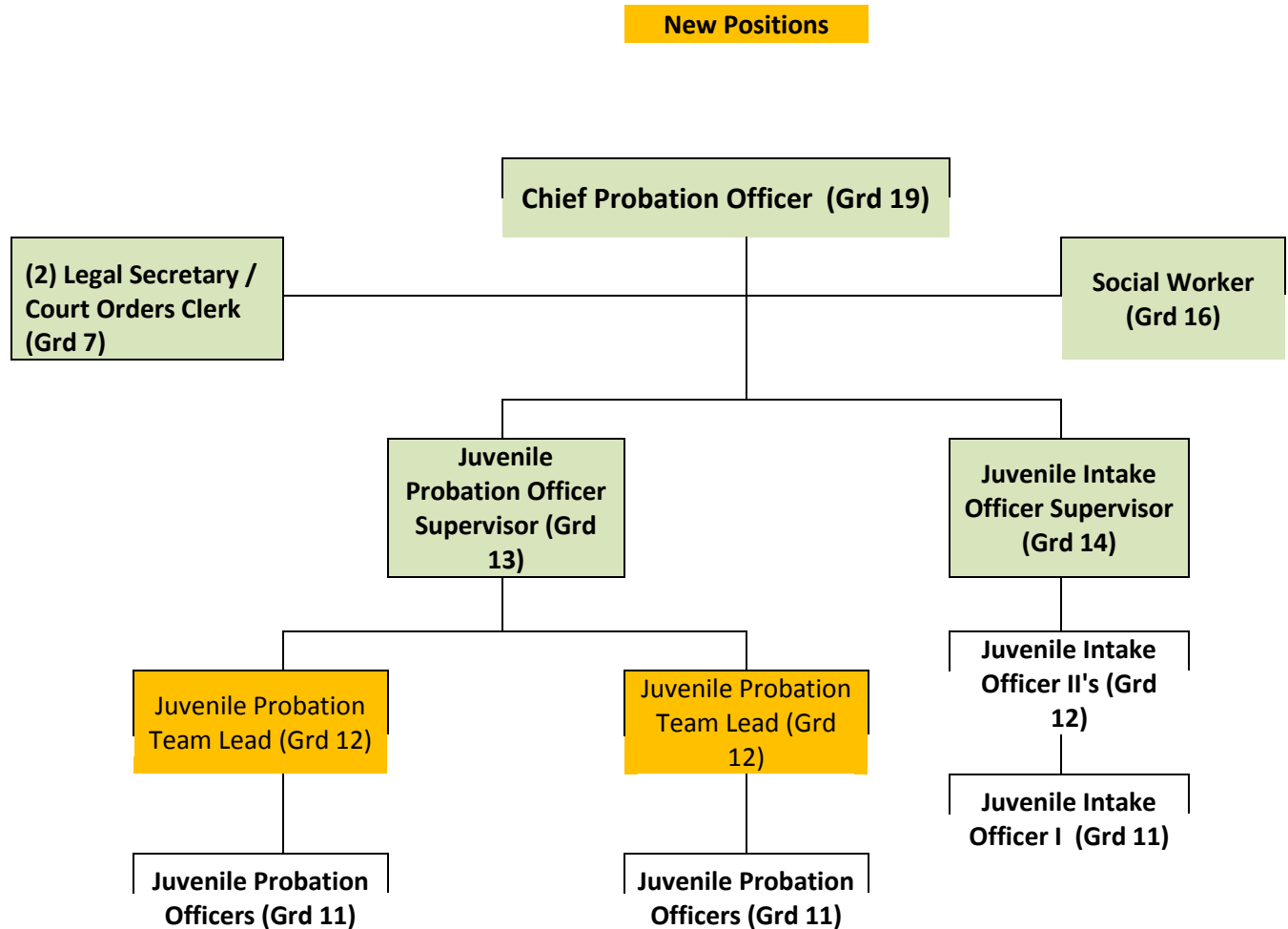
### Individual Salary Increases

<b>Budget Impact Analysis</b>	<b>Date of Hire</b>	<b>Current Salary</b>	<b>Proposed Salary</b>	<b>\$ Difference</b>	<b>% Difference</b>
Deputy Public Defender 1	12-11-2006	54,588.30	59,000.00	4,411.70	0.07
Deputy Public Defender 2	01-02-2007	52,844.74	59,000.00	6,155.26	0.10
Deputy Public Defender 3	07-07-2014	51,436.32	55,000.00	3,563.68	0.06
Deputy Public Defender 4	12-22-2014	46,586.28	55,000.00	8,413.72	0.15
		205,455.64	228,000.00	22,544.36	

**Department 0480, Fund 1000 – Juvenile Probation (reorganization)**

Request to add two (2) Lead Juvenile Probation Officers

Request to delete two (2) Juvenile Probation Officers



### Budget Impact

Budget impact of adding two Juvenile Probation Team Leads and deleting two Juvenile Probation Officers	Current Budget	Proposed Budget	2015 Budget Impact	2016 Budget Impact	2015 % Change	2016 % Change
	934,358.27	940,561.00	2,385.67	6,202.73	0.25%	0.66%

**Department 0800, Fund 1000–Veteran Services** *(new position and change in Schedule 4)*

Request to delete one (1) Female Outreach Service Officer to Veteran Service Officer  
and add one (1) Veteran Services Officer *(title change)*

Request to add one (1) Staff Assistant

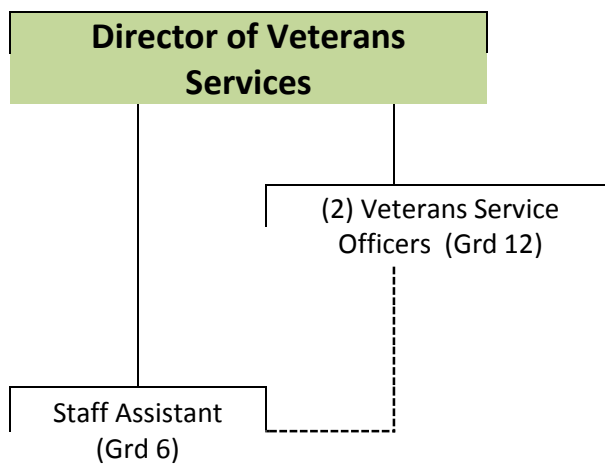
**Change in Schedule 4**

Request to delete one (1) Female Outreach Service Officer to Veteran Service Officer  
and add one (1) Veteran Services Officer *(title change)*

**Additional Positions Request**

Request to add one (1) Staff Assistant

**Organizational Chart**



**Budget Impact**

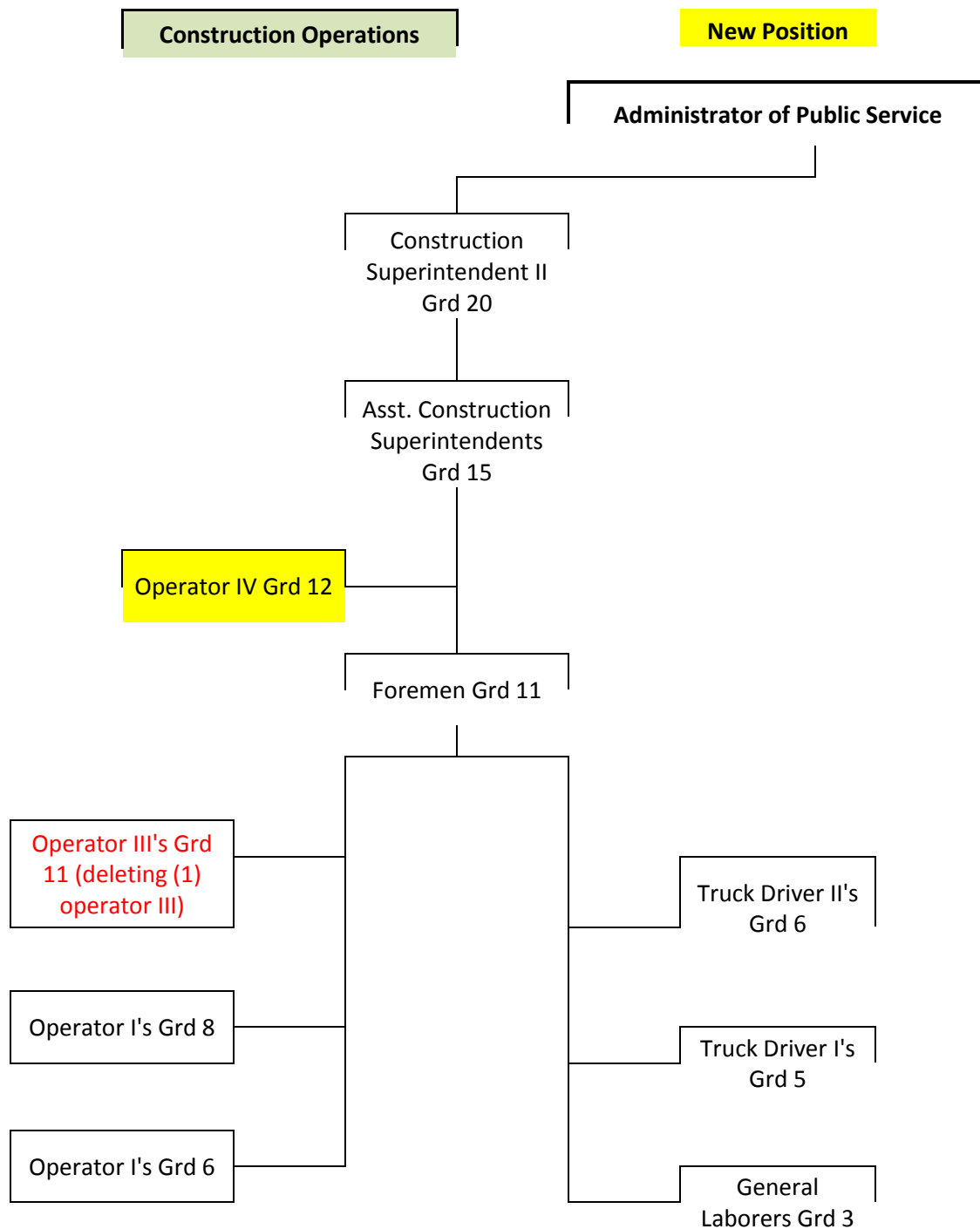
Budget Impact of Hiring one staff assistant	Current	Proposed	2015	2016	2015	2016
	Budget	Budget	Budget Impact	Budget Impact	% Change	% Change
	219,780.47	264,978.97	17,384.04	45,198.50	11.23%	17.06%



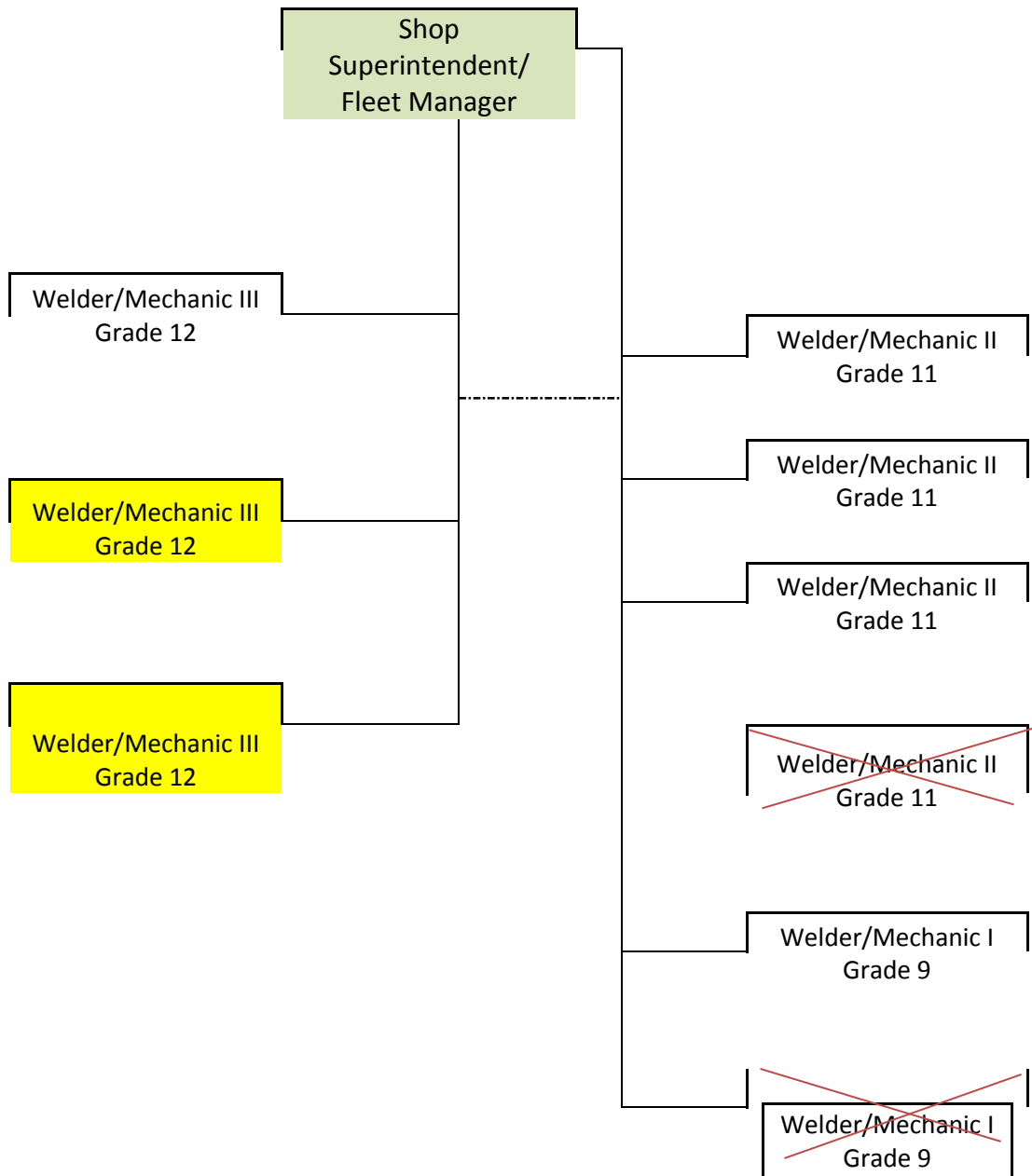
## Department 0200, Fund 2000 – Road Department (*Reorganization*)

Add one (1) Operator IV (new position); Add two (2) Welder/Mechanic III's  
Delete one (1) Operator III; Delete one (1) Welder/Mechanic II; and  
Delete one (1) Welder/Mechanic I

### Organizational Chart



**Welder/Mechanic Shop**



### Budget Impact

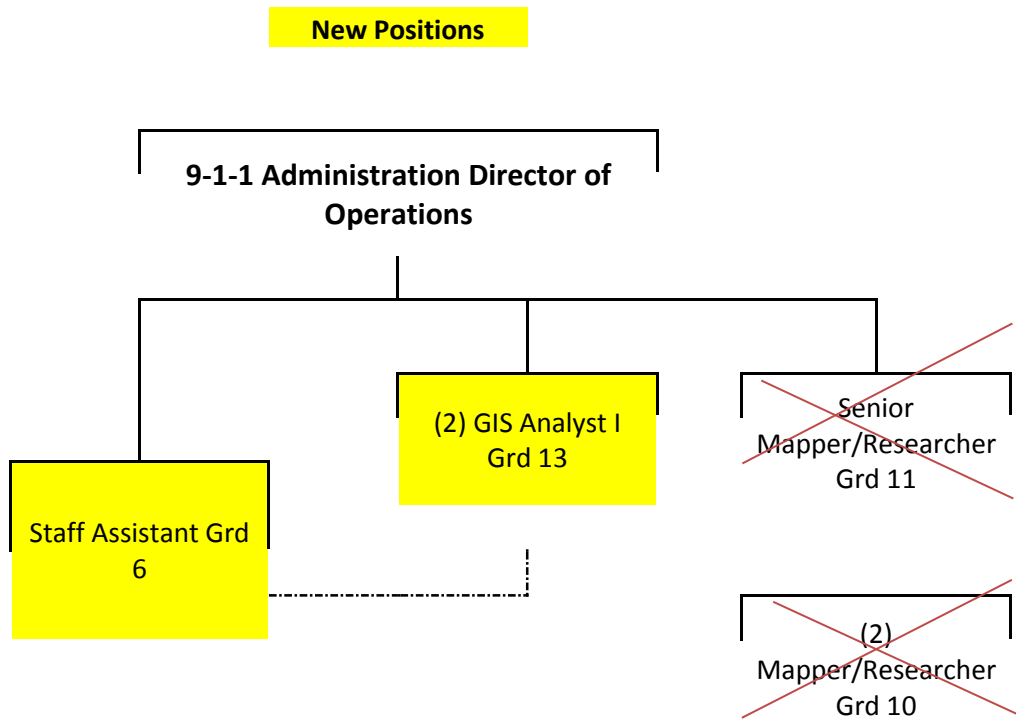
**Budget Impact of adding one Operator IV, two Mechanic III's and deleting One Operator III, one Mechanic II, and one Mechanic I**

Current Budget	Proposed Budget	2015 Budget Impact	2016 Budget Impact	2015 % Change	2016 % Change
4,194,014.77	4,209,901.45	6,110.26	15,886.67	0.15%	0.38%

## Department 0520, Fund 3020 – 911 Administration (Reorganization)

Request one (1) 9-1-1 Staff Assistant – Grade 6; Request two (2) 9-1-1 GIS Analyst I – Grade 13; Delete one (1) Senior Mapper/researcher – Grade 11; Delete two (2) Mapper/researchers – Grade 10

### Organizational Chart



### Budget Impact

**Budget Impact of adding one staff Assistant and two GIS Analyst I's. Deleting one Senior Mapper Researcher and two Mapper Researchers**

Current Budget	Proposed Budget	2015 Budget Impact	2016 Budget Impact	2015 % Change	2016 % Change
243,240.62	234,858.80	(3,223.78)	(8,381.82)	-8.95%	-3.57%